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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER:*** *2018 / January / 30*

**TO:**

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| Learn Local organisations  *– ALL or RTOs only* | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions | Learn Local Stakeholders | Participation Branch Staff |

**FROM:** Nick Orchard, A/ Director - Participation Branch

**DATE:** 30 January 2018

**SUBJECT: Preaccredited personnel online survey on professional development**

**ACTIONS / CRITICAL DATES:**

Pre-accredited learning managers and coordinators, teachers and tutors, and administrators, both paid and voluntary, are strongly encouraged to complete an online survey on professional development.

Please follow this **link to the survey** that will take 15-20 minutes to complete <https://www.surveymonkey.com/r/RVKHLBV>

The survey link will be **open until 5pm Friday 16 February.**

If you encounter access problems please contact Think Impact, Amanda Nuttall on 0448 588 023 or email [amanda@thinkimpact.com.au](mailto:amanda@thinkimpact.com.au).

**Professional development for Learn Local pre-accredited programs personnel**

The ACFE Board seeks to improve professional development for the full array of personnel involved in pre-accredited learning programs -managers and coordinators, teachers and tutors and administrators, and members of Learn Local committees of management.

Think Impact have been commissioned to develop a professional development strategy for pre-accredited learning personnel for use by the ACFE Board.

The strategy is to cover the full array of work of personnel involved in pre-accredited learning program and what professional development is required.

The strategy also is to address how best to meet identified professional development needs, including taking into account factors that affect participation.

The online survey is part of Think Impact’s comprehensive consultations process.

**All pre-accredited learning personnel are encouraged to have their say about their work and professional development needs, preferences and challenges.**

The online survey will take 15-20 minutes to complete.

**The link to the survey is** <https://www.surveymonkey.com/r/RVKHLBV>

**The survey link will close 5pm Friday 16 February**

If you have any issues with gaining access or wish to provide additional information about professional development to support quality pre-accredited learning, please contact Amanda from the Think Impact team on 0448 588 023 or email [amanda@thinkimpact.com.au](mailto:amanda@thinkimpact.com.au).

Thank you for your assistance.